

DEPARTMENT NAME

Position Justification

Position title

date

Position number in budget (obtain from Director of Fiscal Services): _____

1. WHAT IS THE POSITION BEING REQUESTED?
2. WILL THIS POSITION RESULT IN INCREASED STUDENT FTE?
3. WILL THIS POSTIION INCREASE STUDENT ACCESS, PROGRESS, AND SUCCESS?
4. WHAT ARE THE FINANCIAL RAMIFICATIONS OF FILLING, OR NOT FILLING, THE POSITION?
5. WHAT IMPACT WILL THE POSITION (OR NOT FILLING THE POSITION) HAVE ON WORKLOAD DISTRIBUTION WITHIN BUSINESS SERVICES?
6. HOW MUCH PART-TIME, OVERLOAD/OVERTIME IS CURRENTLY BEING USED?
7. HOW DOES THIS POSITION ADRESSS INSTITUTIONAL PRIORITIES?
8. DOES THE POSITION NEED TO BE OPENED IMMEDIATELY?
9. WHAT OTHER BENEFITS TO CCC WILL RESULT FROM FILLING THIS POSITION?
10. IS THERE OTHER INFORMATION THAT SHOULD BE CONSIDERED?